

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address  Department of Finance and Administration, Division of Contracts and Procurement Peachtree Summit, 401 W. Peachtree St. NE Atlanta, Georgia 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed JUL 31 1978      78-146      AUG 8 1978	
4. Person to Contact  U. C. Burnette		5. Working Title  Manager of Contracts	6. Telephone Number  586-5273
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest      Latest 1972      Present	9. Records Series Title (followed by title used in office, if different)  Construction Contract Working Files		
10. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Division of Contracts and Procurement is responsible for developing, maintaining, and implementing Authority-wide purchasing procedures, consultant selection procedures, centralized contracting procedures, and all competitive bidding on contracts under MARTA Act.  Specifically, the Division is responsible for the purchase of bus parts, materials and services for transit operations; purchase of office supplies, furniture, equipment, miscellaneous services and concessions; administrative management and documentation for all consultant, construction and demolition contracts and federally-funded procurements; maintenance of all official contract files, bidder's lists, vendor file directories, contract lists, and related special reports. The Division is responsible for the retention and maintenance of all contracts and related contract documents so that they are available for audit and periodic review.			
11. Record Series Description  Documents relating to:  Included are:  File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Advertising, opening bids, evaluating, and awarding contracts to provide specific construction services or long-range procurement items to the Authority.  Approvals, advertisements, and conference minutes prior to bid opening; records of bid opening and tabulation; low bidder evaluation requests and responses; award advertisements, Board Package, and Notice of Award; post-award documentation; contract drawings and specifications; and related correspondence.  Alphanumerically by Construction Contract Unit Number, then by file section number.	
12. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>20 - 25</u> ; Seven to twelve months old <u>15 - 20</u> ; Thirteen to twenty-four months old <u>15 - 20</u> ; twenty-five months and older <u>10 - 15</u> ;			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves <u>3</u> ; Other (specify) <u>40 hanging files</u> 12 x 18			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 15. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                             |
|--------------------------|--------------|-----------------------------------|-----------------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.                |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years.                |
| c. Federal law           | _____ years. | f. Federal retention instructions | <u>3</u> years. <i>past</i> |

Attach copy or excerpt of laws or regulations. Explain administrative need.

*the completion of the MARTA project.*

*E.O.M.  
UMTA III.D-41 3/11/74*

#### 16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other see below then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold in current files area until Board acceptance of the contract or final payment under the contract.

Then: transfer to Authority records center. Hold for three years past completion of MARTA project; then destroy.

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

#### 17. APPROVALS

Approved Department Records Management Officer <i>James L. Babin</i> Date <u>6-28-78</u>	Approved Legal Counsel <i>Wayne Crowder</i> Date <u>7/24/78</u>
Approved Division Head/Designee <i>William J. Babin</i> Date <u>4/28/78</u>	Approved Division of Audit <i>Albert L. Babin</i> Date <u>7/24/78</u>
Approved Department Head/Designee <i>Robert C. Babin</i> Date <u>7/20/78</u>	Approved Department of Archives and History <i>Carroll Babin</i> Date <u>8-4-78</u>
Approved Records Management Analyst <i>Carolyn L. Babin</i> Date <u>7/14/78</u>	Approved MARTA Management Advisory Committee Date _____